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Office of Training
SCHEDULE OF COURSES

January – June 1967



December 1966

RWP ✓
AJB ✓
JM ✓

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Office of Training

SCHEDULE OF COURSES

January – June 1967

Changes will be announced in OTR Bulletins
or in Special Bulletins.

Additional copies of the Schedule of Courses
may be obtained from the Admissions and
Information Branch, Registrar Staff, OTR,
extension 2365 or 2896.

December 1966

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Schedule of OTR's Courses -- January - June 1967

Administrative Procedures (ft)

9 - 13 Jan
27 Feb - 3 Mar
24 - 28 Apr
12 - 16 Jun
26 - 30 Jun

ADP Orientation (ft)

17 - 19 Jan
7-9 ~~14 - 16~~ Feb
21 - 23 Mar
2 - 4 May
13 - 15 Jun

25X1A

[REDACTED]

Scheduled as required

Basic Country Survey: USSR (ft)

To be scheduled

Career Trainee Program

Specific courses are
identified "for CTs"

Challenge of Worldwide Communism
(for CTs)

13 Mar - 7 Apr
3 - 28 Apr

25X1A

[REDACTED]

9 - 20 Jan
17 - 28 Apr
19 - 30 Jun

China Familiarization (ft)

6 - 10 Feb
6 - 10 Mar
3 - 7 Apr
22 - 26 May

25X1A

[REDACTED]

16 - 27 Jan

CIA Introduction (pt) (for EODs)

Each Monday (a. m.)

CIA Review (pt)

10 Jan
14 Feb
14 Mar
11 Apr
16 May
13 Jun

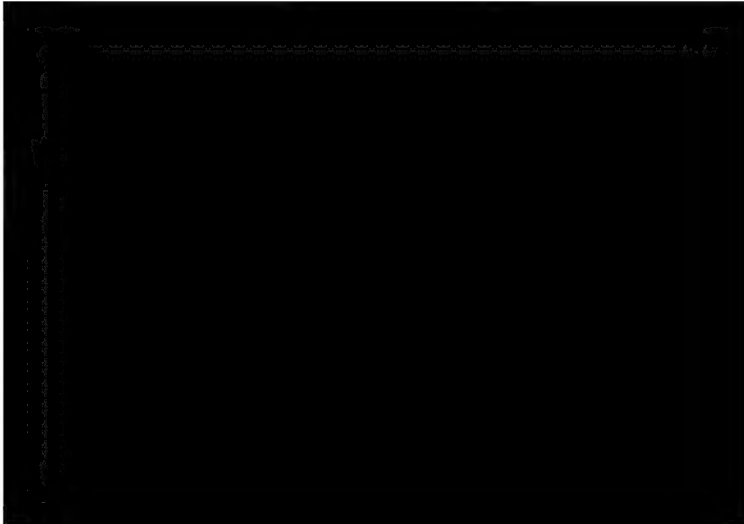
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25X1A



8 - 19 May

27, 29, 31 Mar

9 - 20 Jan

30 Jan - 10 Feb

(Wed) 31 May - (Tues) 13 Jun

3 - 7 Apr

10 and 11 Apr

(Tues) 24 Jan - 3 Feb

(Wed) 31 May - 9 Jun

Clerical Induction (pt) (for EODs)

According to EOD input

Clerical Orientation (ft) (for EODs)

Weekly

Clerical Refresher (pt)

9 Jan - 3 Feb

13 Feb - 10 Mar

20 Mar - 14 Apr

24 Apr - 19 May

29 May - 23 Jun

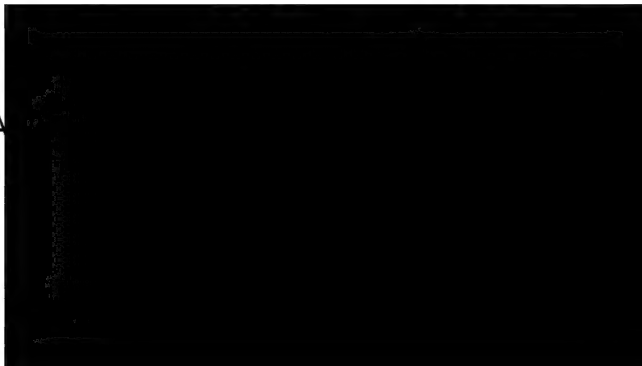
Communist Party Organization and
Operations (pt)

To be scheduled

Conference Techniques (pt - Wed a. m.)

15 Feb - 26 Apr

25X1A



6 - 15 Feb

3 - 12 Apr

22 May - 2 Jun

27 Feb - 17 Mar

23 Jan - 10 Feb

1 - 19 May

13 - 24 Mar

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25X1A	[REDACTED] (ft)	Scheduled as required
	DIA/JCS Orientation (ft)	28 and 29 Mar
	Effective Speaking	To be announced
	Field Finance and Logistics (ft)	6 - 24 Feb 10 - 28 Apr 12 - 30 Jun
	Geography of the USSR (ft)	To be scheduled
	Grid (ft) (for CTs)	9 - 13 Jan 23 - 27 Jan (Wed) 31 May - 9 Jun (Wed) 14 - 23 Jun
25X1A	[REDACTED]	9 - 27 Jan 27 Feb - 17 Mar 10 - 28 Apr 5 - 28 Jun 6 - 10 Feb 13 - 17 Feb 27 - 31 Mar 8 - 12 May 15 - 19 May 26 - 30 Jun
	Instructor Training	Scheduled as required
25X1A	[REDACTED]	6 - 24 Feb 24 Apr - 12 May
	Intelligence Production (ft) (for CTs)	16 Jan - 17 Mar 12 Jun - 11 Aug
	Intelligence Research - Map and Photo Interpretation (ft) (for NPIC)	13 Feb - 1 Mar
	Intelligence Research Techniques (ft) (for NPIC)	8 - 26 May (OTR portion -- 15 - 26 May)

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Schedule of OTR's Courses -- January - June 1967

Intelligence Review (ft)	1 - 12 May	
Intelligence Techniques (ft) (for CTs)	13 - 31 Mar 10 - 28 Apr	
Introduction to Communism (ft)	3 - 13 Jan 16 - 27 Jan (for NPIC) 30 Jan - 10 Feb 27 Feb - 10 Mar 22 - 31 Mar 1 - 12 May 5 - 16 Jun 3 - 14 Jul (2nd half of IOC beginning 19 Jun)	
Introduction to Intelligence (ft)	16 - 27 Jan 13 - 24 Feb 3 - 14 Apr 17 - 28 Apr 22 May - 2 Jun 19 Jun - 30 Jun	
Language Courses:	See end of schedule	
Management (GS-11 - 14) (ft)	6 - 10 Feb 27 - 31 Mar 8 - 12 May	
Managerial Grid (for GS-14s) (ft)	13 -(Sat)18 Mar	
Management Planning (Advanced) (ft)	22 - 26 May 26 - 30 Jun	
<div style="background-color: black; width: 150px; height: 15px;"></div>	Scheduled as required	25X1A
Midcareer Executive Development Course (ft)	23 Jan - 3 Mar 10 Apr - 19 May	
<div style="background-color: black; width: 200px; height: 15px;"></div>	9 - 27 Jan 13 - 31 Mar 5 - 23 Jun	25X1A

Schedule of OTR's Courses -- January - June 1967

25X1A



1 May - 4 Aug

27 Feb - 24 Mar

1 - 26 May

23 Jan - 17 Feb

13 Mar - 7 Apr

8 May - 2 Jun

Orientation to Intelligence (ft) (for CTs)

27 Feb - 10 Mar

Orientation for Overseas (ft)

3 - 4 Jan

7 - 8 Feb

7 - 8 Mar

4 - 5 Apr

2 - 3 May

6 - 7 Jun

Orientation for Training Assistants (ft)

25 Jan

Orientation for Training Officers (ft)

1 - 2 Feb

Review for Principals Selected for Senior
Officers Schools (ft)

13 - 15 Jun

Senior Management Seminar (ft)

(Sun) 23 - 28 Apr

25X1A



3 - 13 Jan

1 May - 18 Aug

Supervision (GS-5 - 10) (ft)

27 Feb - 3 Mar

24 - 28 Apr

Support Services (ft) (for CTs)

16 Jan - 3 Mar

12 Jun - 28 Jul

Support Services Review: Trends and
Highlights (ft)

28 Feb - 3 Mar

4 - 7 Apr

6 - 9 Jun

Typing for Professionals (Basic)
(pt -- off-duty hours)

Scheduled as required

Schedule of OTR's Courses -- January - June 1967

Vietnam Orientation (ft)	10 - 12 and 17 - 19 Jan 13 - 17 Feb 20 - 24 Mar 10 - 14 Apr 15 - 19 May 19 - 23 Jun
Writing Workshop (Advanced) (pt - Tues, Thurs) (for NPIC)	3 - 23 Jan
Writing Workshop (Basic) (pt)	(Fri) 13 Jan - 2 Feb (alternate days) 9 May - 1 Jun (Tues and Thurs) 13 Feb - 3 Mar (for NPIC)
Writing Workshop (Correspondence)	Enroll anytime
Writing Workshop (Intermediate) (pt)	16 Jan - 3 Feb (alternate days) 8 - 31 May (Mon and Wed)

Language Courses

Because of the considerable increase in demands for language training in 1967 it is necessary to set the following dates for the beginning of full-time classes in the common languages: 30 January and 6 March.

In Chinese and Japanese: 30 January.

All part-time classes will begin on: 6 March.

Requirements for language training at any other time will be difficult to fill.

Most of the classes will be at the basic spoken level in the common languages or in languages in which the OTR Language School has usually conducted classes. The School can and undoubtedly will provide instruction at the intermediate or advanced levels. There will also be classes in reading.

The Language School has the capability of teaching in many of the more unusual languages. For further information call extension 3477 or 3271.

Schedule of OTR's Courses -- January - June 1967

Pretests for Clerical Refresher Courses:	<u>Typewriting</u>	<u>Shorthand</u>
	4 Jan	5 Jan
	8 Feb	9 Feb
	15 Mar	16 Mar
	19 Apr	20 Apr
	24 May	25 May
	28 Jun	29 Jun

<u>Qualifications Testing for Agency Stenographers and Typists:</u>	<u>Typewriting</u>	<u>Shorthand</u>
	3 Jan	3 Jan
	16 Jan	17 Jan
	6 Feb	7 Feb
	20 Feb	21 Feb
	13 Mar	14 Mar
	27 Mar	28 Mar
	17 Apr	18 Apr
	8 May	9 May
	22 May	23 May
	12 Jun	13 Jun
	26 Jun	27 Jun

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